

**PURCHASING AND CONTRACTING
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS, DUTIES, AND CATEGORIES**

POSITIONS	DUTIES	CATEGORY
Administration		
Director	Manages and directs the activities of Purchasing & Contracting. Plans, directs and administers the City's procurement; directs solicitation of bids and issuance of contracts for supplies, materials, equipment, non-professional services, and minor construction.	1
Assistant Director	Directs daily operations and ensures City policy is followed; approves and/or recommends financial decisions regarding public works, consultancy and contracting in an audit function.	1
Supervising Management Analyst	Plans and directs the work of budget functions; oversees administrative support staff, the Procurement Card Program, and Living Wage Ordinance administration.	1
Information Systems Analyst III	Supervises and administers departmental information systems; serves as primary liaison on citywide IT committees and with SDDPC; provides support and technical expertise in maintaining department systems; generates data reports; prepares, monitors, and analyzes department's data processing budget.	1
Living Wage Administrator	Monitors City service contracts, Facility Agreements and Financial Assistance Agreements for inclusion of Living Wage Ordinance (LWO); serves as liaison with City staff, Mayor and Council Offices, City Attorney's Office, community based organizations, labor representatives, and City facility operators; develops and conducts LWO trainings; provides public information.	1
Procurement Card Program Administrator	Manages Procurement Card Program; serves as liaison with US Bank, reviews payments; conducts audits; prepares reports; and coordinates all program activities. Coordinates with Procurement staff on citywide contracting issues; seeks to expand procurement card opportunities; serves as back-up on department budget coordination.	1
Contracts		
Principal Contract Specialist	Plans and directs the work of Contract Specialist; participates in complex contract administration; negotiates, awards, administers, and terminates various types of contracts including public work consulting, design, construction, and material and equipment contracts. Develops negotiation plans and strategies; and prepares reports.	1

Senior Contract Specialist	Plans and directs the work of Contract Specialists and participates in the more highly complex duties. Recommends and negotiates financial decisions such as the selection of service providers.	2
Purchasing		
Principal Procurement Specialist	Plans, assigns, and supervises work of Procurement Specialists in solicitation of bids for purchase of materials, supplies, equipment, and non-professional services; plans and performs purchases of assigned commodities.	2
Senior Procurement Specialist	Plans and performs high value or complex purchases of equipment, materials, supplies and non-professional services.	2
Procurement Specialist	Purchases an assigned group of commodities including equipment, materials and non-professional services.	2
Buyer's Aide I & II	Purchases an assigned group of relatively low value and less complex commodities including equipment, materials, supplies and non-professional services.	2
Central Stores		
Stores Operations Supervisor	Supervises citywide inventory control system and maintains system integrity, including accuracy of value and quantities on hand of all materials; supervises Central Stores' accounts payable section, including liaison with Auditors and San Diego Data Processing Corporation; arranges for disposal of City surplus by bid sales.	1
Storekeeper III	Oversees day-to-day operations of Central Stores; plans, organizes, and directs receipt, inspection, storage and issuance of City stock items; arranges for disposal of City surplus by auction, bid sales or discard; processes City surplus for disposition; monitors adherence to policies and procedures.	2
Storekeeper II	Plans, organizes and directs receipt, inspection, storage, and issuance of City stock items; arranges for disposal of City surplus by auction, bid sales or discard; processes City surplus for disposition; monitors adherence to policies and procedures; and may receive, inspect and issue stock.	2
Storekeeper I	Manages day-to-day activities of assigned storeroom; receives and inspects goods for proper quality and quantity; places orders with pre-approved suppliers for stock items.	2
Consultants		
Consultant	Performs consultant services for Purchasing & Contracting Department. Disclosure will be as required. See Appendix B.	3

**PURCHASING AND CONTRACTING DEPARTMENT
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**APPENDIX B
DISCLOSURE CATEGORIES**

- Category 1 All investments and business positions in business entities, and income from construction firms, building firms, real estate or financial institutions, located in or doing business in the City.
- All interests in real property located in the City, including property located within a two-mile radius of any property owned and used by the City.
- All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego.
- Category 2 Investments and business positions in any business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party of the City in a legal proceeding, or that is granted authority by the City to use City facilities.
- Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding or that is granted authority by the City to use City facilities.
- Interest in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.
- Category 3 Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this code subject to the following limitation:
- The Department Director, Assistant Director, Deputy Directors or Assistant Deputy Directors may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based on that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location of this Conflict of Interest Code.

